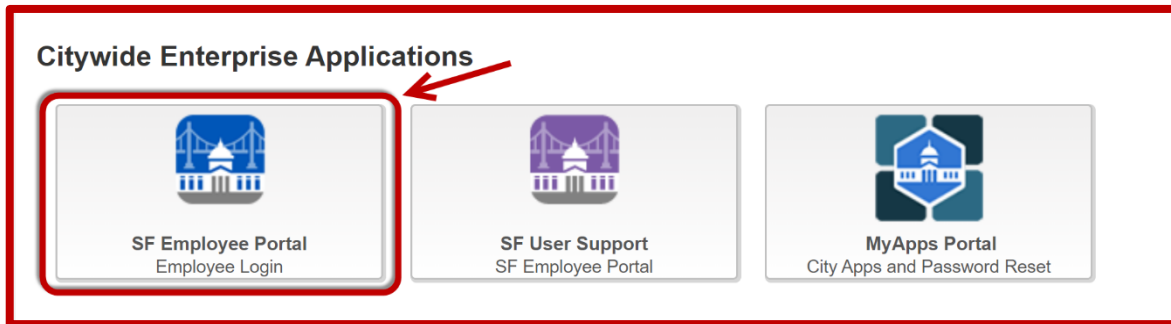
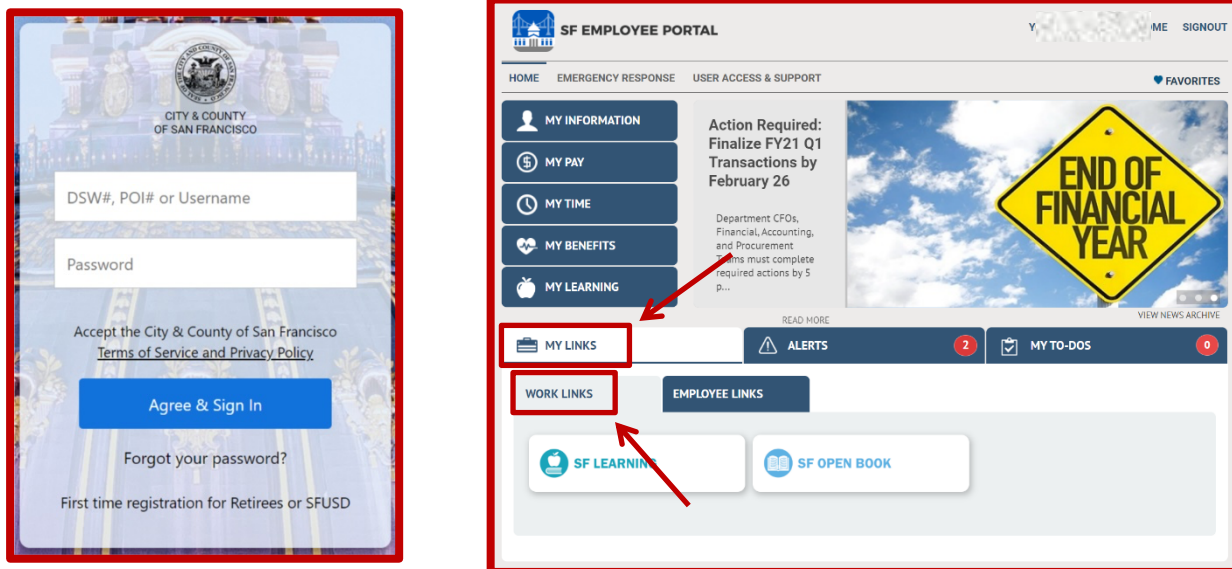


How to Access the 'Transgender 101' Training in SF Learning

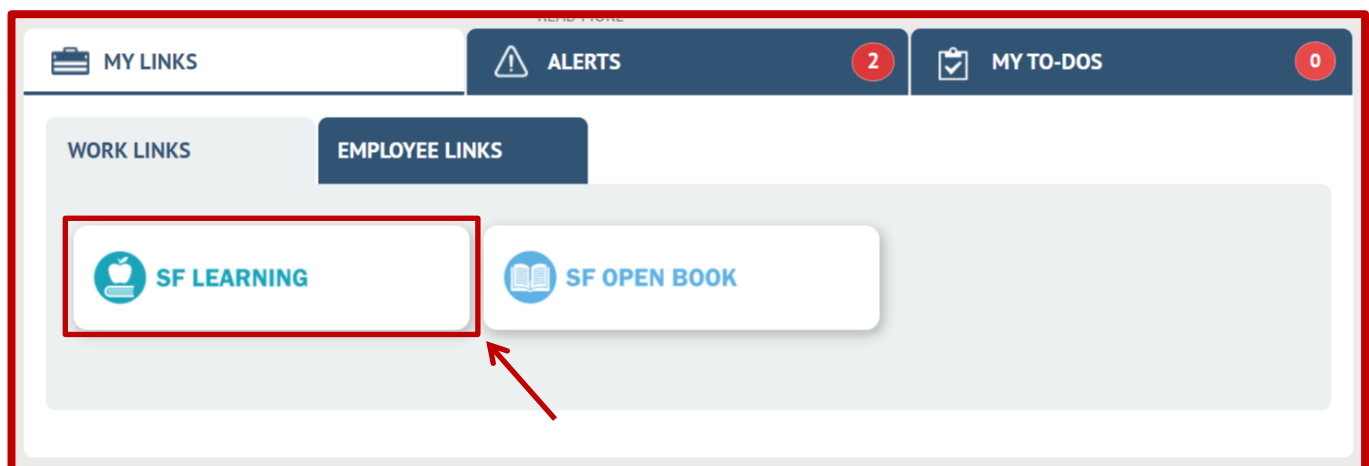
1. Open a new browser window in Chrome or Firefox (SF Learning will not work in Internet Explorer). Go to <https://sfgov.org/sfc/employee-gateway> and click on the "SF Employee Portal" tile.



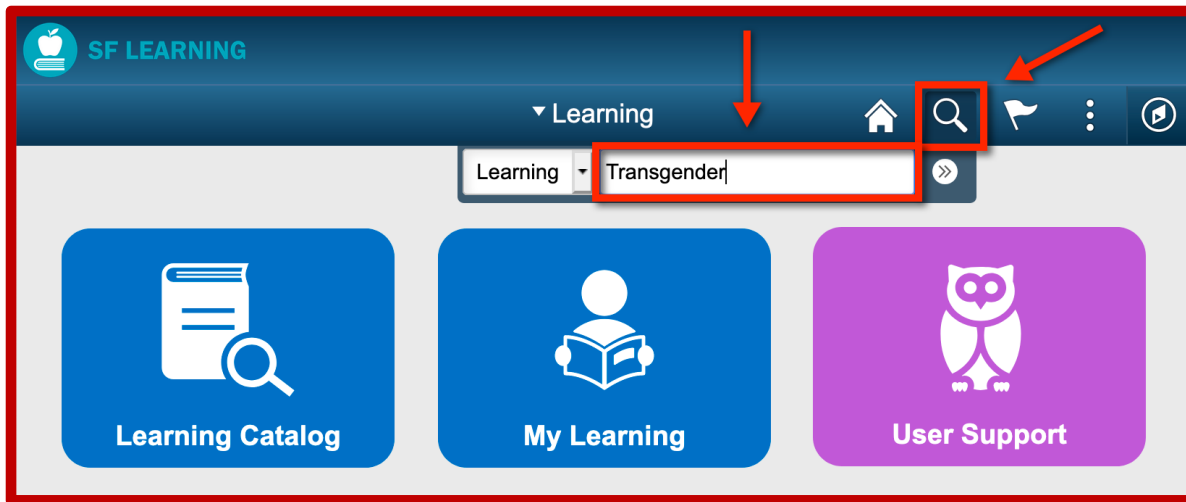
2. Log into the SF Employee Portal with your DSW number and Password. Click on the "My Links" tab, and then the "Work Links" tab.



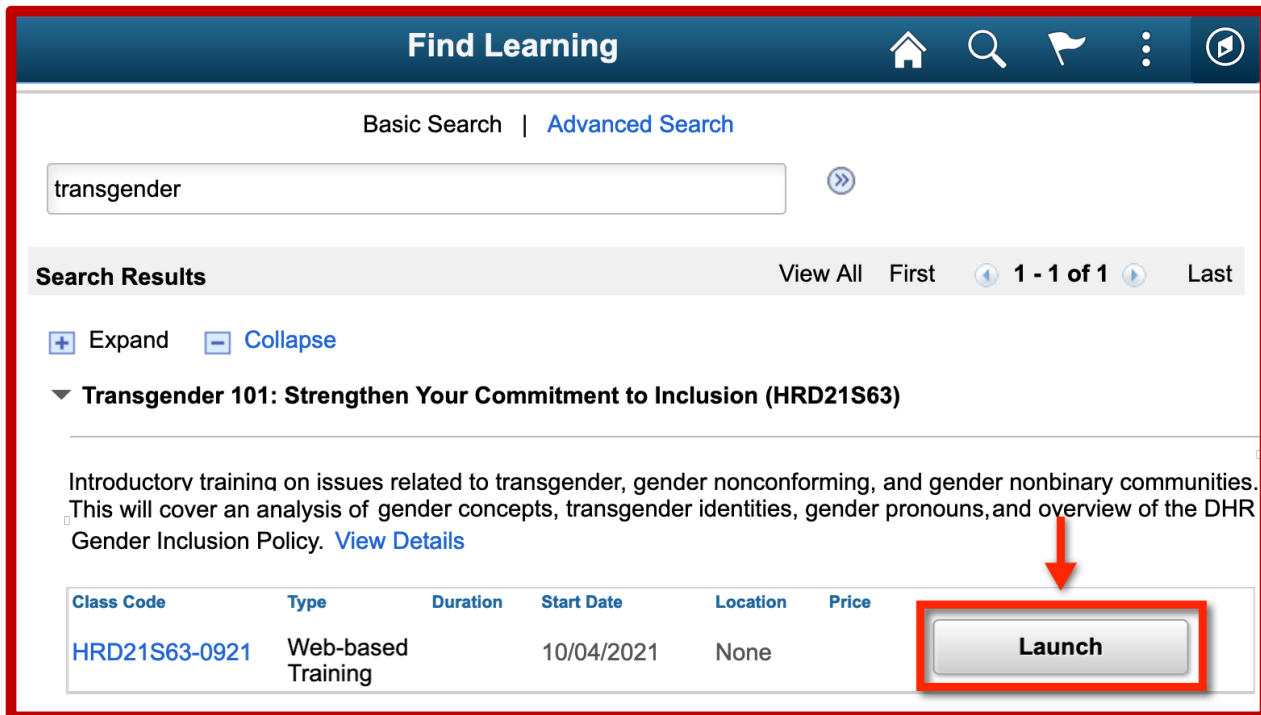
3. Click on the "SF Learning" button. Once the new tab has opened with the learning dashboard, please close the SF Employee Portal tab.



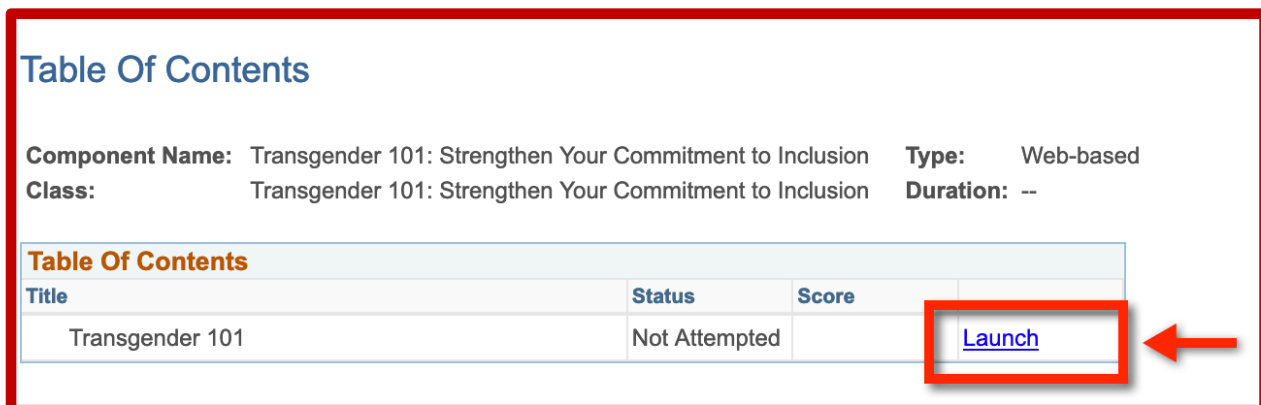
4. Click the Search icon in the upper right. Type “Transgender” in the Search field and press Enter.



5. Under the course description, click on the “Launch” button.



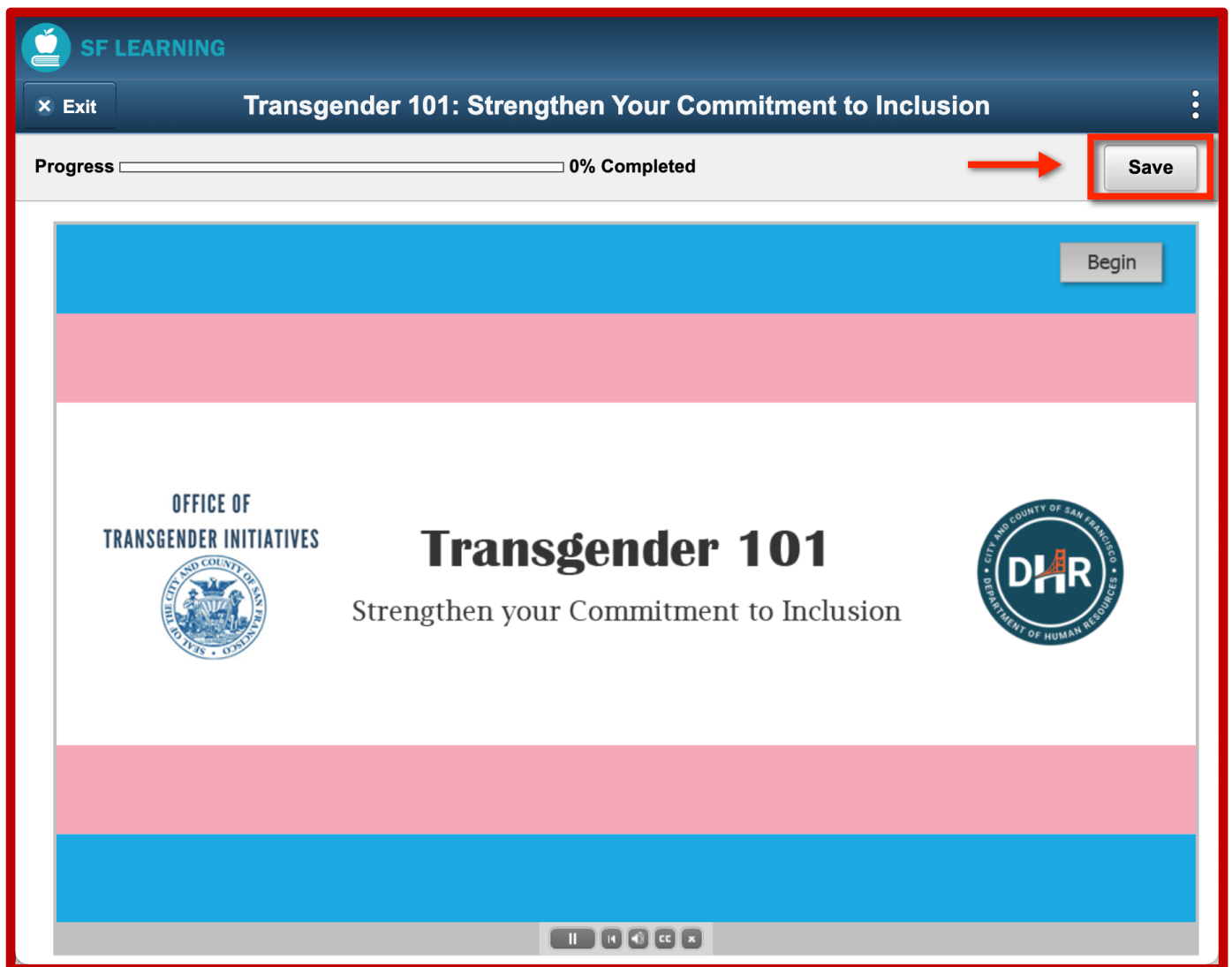
6. Click “Launch” one more time within the Table of Contents.



7. The online training will now be launched.

You may need to click on the center “Play” button to begin.

Please allow yourself about 30 minutes to complete the training. Make sure to click the “Save” button on the top right to save your progress before exiting.



If you have any difficulty accessing this course, please email wd.dhr@sfgov.org.